



**Human Resources**  
**P.O. Box 1118**  
**Okmulgee, OK 74447**

**POSITION:** Environment of Care Specialist, North-Koweta  
**VACANCY ANNOUNCEMENT:** CN-22-194

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of this position is the development of an Environment of Care/Emergency Management person that can aid in the development of a comprehensive Environment of Care/Emergency Management program for the Koweta Indian Health Facility, and Sapulpa Indian Health Center. Facilitates environment of care and emergency management activities throughout Koweta Indian Health Facility, and Sapulpa Indian Health Center. Acts as a resource person to administrative, and department managers. Oversight responsibility for all regulatory life safety, physical environment, and emergency management surveys. This position is located at the Koweta Indian Health Center located in Coweta, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:

Bachelor Degree in Occupational Safety and Health or Environmental Health and Safety is required. Experience may be substituted for education. Minimum three (2) years of Safety and Environment of Care required. Incumbent must possess a valid Oklahoma State driver's license. International Association for Healthcare Safety Certification (may acquire within 1 year of hire). Certifications in related areas would benefit the incumbent. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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**EVALUATION METHODS:** Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Knowledge of tribal governmental systems, public health systems and organizational management systems at a corporate level of an organization.
2. Incumbent plans, coordinates, and implements the Environment of Care and Emergency Management program within the Muscogee Creek Nation Community Hospital, Okemah Indian Health Center, Wetumka Indian Health Center, and the Eufaula Indian Health Center.
3. Knowledge of the CMS, DNV-GL, the Accreditation Association for Ambulatory Health Care (AAAHC), the Occupational Safety & Health Administration (OSHA), the National Protection Association (NFPA), the Emergency Management standards.
4. FEMA NIMS ICS 100, 200,300, 400, 700, 800
5. Ability to communicate effectively to all relevant departments, agencies and individuals in order to properly conduct day-to-day business.
6. Knowledge of Microsoft Office Word, Excel, PowerPoint and Abode.
7. Ability to prioritize tasks and responsibilities in an efficient and effective manner.

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**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://www.creekhealth.org). (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information, call Jeremy Smith at (918) 762-0302. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator

Date